



TO: Plymouth District Library Board **DATE:** September 12, 2023
RE: August 2023 Financial Report **FROM:** Shauna Anderson,
Director

REVENUE

- The Library received \$19,049.24 from the State of Michigan for State Aid Funding
- The Library received \$23,101.40 in Penal Fines

EXPENDITURES

- The Library had a \$2,470.24 payment to The Library Network for internet quarterly billing
- The Library had a \$2,697.86 payment to Total Energy Systems, LLC for scheduled repair/maintenance
- The Library had a \$1,590 payment to the United States Postal Service for bulk mail
- The Library had a \$1,841.85 payment to Guardian Alarm for monitoring and maintenance services
- The Library had a \$2,380 payment to Insite Design Studio Inc for landscape design development
- The Library had a \$1,741.65 payment to BSB Communications, Inc. for phone system & software support
- The Library had a \$2,404.11 payment to Web Press of Michigan for newsletter printing

INVESTMENTS

- The Library's Michigan Class account earned \$1,760.68 in August for a total earned income of \$12,581 in FY 2023
- The Library's Operating & Savings accounts earned \$6,426.47 in July for a total earned income of \$40,080.83 in FY 2023

09/07/2023

CHECK REGISTER FOR PLYMOUTH DISTRICT LIBRARY
CHECK DATE 08/01/2023 - 08/31/2023

Check Date	Check	Vendor Name	Amount	Status
Bank 101 101				
08/01/2023	54(E)	Chase - Cardmember Service	403.16	Cleared
08/01/2023	55(E)	Chase - Cardmember Service	14.99	Cleared
08/01/2023	56(E)	Chase - Cardmember Service	349.00	Cleared
08/01/2023	57(E)	Chase - Cardmember Service	1,030.93	Cleared
08/01/2023	58(E)	Chase - Cardmember Service	719.00	Cleared
08/01/2023	59(E)	Chase - Cardmember Service	148.42	Open
08/01/2023	60(E)	Chase - Cardmember Service	737.00	Cleared
08/01/2023	61(E)	Chase - Cardmember Service	1,200.97	Cleared
08/01/2023	62(E)	Chase - Cardmember Service	174.91	Cleared
08/04/2023	32132	AMAZON CAPITAL SERVICES, INC	383.35	Cleared
08/04/2023	32133	Baker & Taylor	3,553.83	Cleared
08/04/2023	32134	Baker & Taylor	759.61	Cleared
08/04/2023	32135	Baker & Taylor	348.44	Cleared
08/04/2023	32136	Baker & Taylor	391.74	Cleared
08/04/2023	32137	Blue Care Network	20,684.46	Cleared
08/04/2023	32138	DEMCO	10.95	Cleared
08/04/2023	32139	DOUGLAS, MEL HATCH	380.00	Cleared
08/04/2023	32140	DTE Energy	14,179.77	Cleared
08/04/2023	32141	Foster, Swift, Collins & Smith	164.50	Cleared
08/04/2023	32142	Green Brain Comics	244.67	Cleared
08/04/2023	32143	Keeth Heating & Air Conditioni	575.00	Cleared
08/04/2023	32144	MADDEN, RYAN	331.12	Cleared
08/04/2023	32145	Midwest Tape	344.10	Cleared
08/04/2023	32146	ODP BUSINESS SOLUTIONS LLC	209.23	Cleared
08/04/2023	32147	PAWS AND EFFECT	75.00	Cleared
08/04/2023	32148	TRANSITIONS OUTDOOR SERVICES	310.75	Cleared
08/08/2023	32149	AMAZON CAPITAL SERVICES, INC	297.66	Cleared
08/08/2023	32150	Ann Arbor District Library	35.00	Cleared
08/08/2023	32151	Baker & Taylor	1,424.65	Cleared
08/08/2023	32152	Baker & Taylor	200.68	Cleared
08/08/2023	32153	Baker & Taylor	172.30	Cleared
08/08/2023	32154	CANON FINANCIAL SERVICES, INC	592.00	Cleared
08/08/2023	32155	CEE CLEAN WINDOW CLEANING CO	400.00	Cleared
08/08/2023	32156	CLINTON-MACOMB PUBLIC LIBRARY	3.95	Cleared
08/08/2023	32157	COMMUNITY PUBLISHING & MARKET	495.00	Cleared
08/08/2023	32158	Genson's Plumbing, Inc.	135.00	Cleared
08/08/2023	32159	HEALTHIESTYOU	306.00	Cleared
08/08/2023	32160	Leader Business Networks	549.71	Cleared
08/08/2023	32161	Mutual of Omaha	1,191.89	Cleared
08/08/2023	32162	ODP BUSINESS SOLUTIONS LLC	404.35	Cleared
08/08/2023	32163	OTSEGO DISTRICT PUBLIC LIBRARY	23.00	Cleared
08/08/2023	32164	Patricia Carter	164.90	Cleared
08/08/2023	32165	Plymouth Fall Festival	200.00	Cleared
08/08/2023	32166	Staples Advantage	497.21	Cleared
08/08/2023	32167	The Library Network	2,470.24	Cleared

08/08/2023	32168	Total Energy Systems, LLC	2,697.86	Cleared
08/08/2023	32169	United States Postal Service	1,590.00	Cleared
08/14/2023	32170	AMAZON CAPITAL SERVICES, INC	869.26	Cleared
08/14/2023	32171	Baker & Taylor	2,435.86	Cleared
08/14/2023	32172	Baker & Taylor	844.11	Cleared
08/14/2023	32173	City of Plymouth	637.45	Cleared
08/14/2023	32174	CONSUMERS ENERGY	262.85	Cleared
08/14/2023	32175	Guardian Alarm	1,841.85	Cleared
08/14/2023	32176	INSITE DESIGN STUDIO INC	2,380.00	Open
08/14/2023	32177	Kanopy, LLC.	698.70	Cleared
08/14/2023	32178	Kathleen Philo	24.99	Cleared
08/14/2023	32179	Lansing Sanitary Supply, Inc.	317.70	Cleared
08/14/2023	32180	MCLS	6,448.05	Cleared
08/14/2023	32181	Midwest Tape	6,244.63	Cleared
08/14/2023	32182	ODP BUSINESS SOLUTIONS LLC	197.60	Cleared
08/14/2023	32183	OverDrive, Inc.	1,553.16	Cleared
08/14/2023	32184	ROBERTSON MORRISON INC HEATINC	210.00	Open
08/14/2023	32185	SARAH PERRY	65.50	Cleared
08/14/2023	32186	TriStar Fire Protection, Inc.	425.00	Cleared
08/14/2023	32187	Yong Heo	42.84	Open
08/16/2023	32188	MADDEN, RYAN	397.35	Cleared
08/18/2023	32189	BRUCE KOLDYS	327.16	V Open
08/18/2023	32190	BRUCE KOLDYS	519.96	Cleared
08/18/2023	32191	VANSTRATEN, REBECCA	456.67	Cleared
08/22/2023	32192	AMAZON CAPITAL SERVICES, INC	237.30	Cleared
08/22/2023	32193	Baker & Taylor	1,038.38	Cleared
08/22/2023	32194	Baker & Taylor	1,952.12	Cleared
08/22/2023	32195	Blue Care Network	20,202.42	Cleared
08/22/2023	32196	BSB Communications, Inc.	1,741.65	Cleared
08/22/2023	32197	FRANKLIN, GREG	115.41	Cleared
08/22/2023	32198	Greko Printing & Imaging	51.80	Cleared
08/22/2023	32199	Interactive Sciences, Inc.	497.91	Cleared
08/22/2023	32200	Lansing Sanitary Supply, Inc.	342.44	Cleared
08/22/2023	32201	Midwest Tape	424.26	Cleared
08/22/2023	32202	PLANTE & MORAN, PLLC	1,782.00	Cleared
08/22/2023	32203	Rochester Hills Public Library	21.95	Open
08/22/2023	32204	The Library Network	990.60	Cleared
08/22/2023	32205	ULLMANN, CAROL	150.00	Open
08/22/2023	32206	COONEY, SAMANTHA	507.50	Cleared
08/29/2023	32207	AMAZON CAPITAL SERVICES, INC	1,135.46	Open
08/29/2023	32208	Baker & Taylor	2,296.22	Open
08/29/2023	32209	Baker & Taylor	598.63	Open
08/29/2023	32210	BASS CONTROLS	1,350.00	Open
08/29/2023	32211	Graybar Electric Co., Inc.	838.52	Open
08/29/2023	32212	Green Brain Comics	159.22	Open
08/29/2023	32213	Lansing Sanitary Supply, Inc.	247.94	Open
08/29/2023	32214	MADDEN, RYAN	331.12	Open
08/29/2023	32215	Midwest Tape	397.34	Open
08/29/2023	32216	ODP BUSINESS SOLUTIONS LLC	587.63	V Open
08/29/2023	32217	OverDrive, Inc.	1,182.56	Open
08/29/2023	32218	Plymouth Comm Council on Aging	110.00	Open

08/29/2023	32219	THEODORE SIMPSON	300.00	Open
08/29/2023	32220	Thomson Reuters - West	324.00	Open
08/29/2023	32221	WEB PRESS OF MICHIGAN	2,404.11	Open
101 TOTALS:				
Total of 99 Checks			131,095.48	
Less 3 Void Checks			1,063.21	
Total of 96 Disburs			130,032.27	

August 2023 Payroll and Retirement Transfer

Date	Description	Amount
8/3/2023	Payroll transfer	\$79,986.14
8/4/2023	Payroll - Nationwide payment	\$5,310.25
8/11/2023	MERS Payment for July 2023	\$24,073.00
8/17/2023	Payroll	\$78,830.22
8/18/2023	Payroll - Nationwide payment	\$5,310.25
8/21/2023	Payroll - Off Cycle Correction	\$175.95
8/23/2023	Payroll - Off Cycle Correction	\$134.55
8/31/2023	Payroll (Paydate 9/1/2023)	\$77,267.10
		<u>\$271,087.46</u>

August 2023 Credit Card Payments

Date	Description	Amount
8/1/2023	CC Pmnt - Chase 6073	\$2,464.89
8/15/2023	CC - Chase 9825	\$4,629.96
		<u>\$7,094.85</u>

BALANCE SHEET REPORT FOR PLYMOUTH DISTRICT LIBRARY
Balance As of 08/31/2023

YTD Balance
08/31/2023
Normal (Abnormal)

GL Number	Description	
Fund: 101 GENERAL OPERATING FUND		
*** Assets ***		
101-000-001.000	CASH/OPERATING CHECKING	4,019,679.28
101-000-002.001	CFCU	796,036.38
101-000-002.002	FLAGSTAR	249,442.26
101-000-002.003	MICHIGAN CLASS	381,710.75
101-000-039.000	RETIREE INS CO-PAY	31,669.68
101-000-123.000	PREPAID EXPENSES	82,234.58
101-000-180.000	IMPREST PETTY CASH	100.00
101-000-185.000	IMPREST PETTY CASH EXCHANGE	350.00
101-000-190.000	IMPREST CASH IN DRAWER	260.00
Total Assets		5,561,482.93
*** Liabilities ***		
101-000-202.000	ACCOUNTS PAYABLE	25,642.60
101-000-275.000	UNDEPOSITED CASH	27,100.88
Total Liabilities		52,743.48
*** Fund Equity ***		
101-000-390.000	FUND BALANCE	3,854,501.04
Total Fund Equity		3,854,501.04
Total Fund 101:		
TOTAL ASSETS		5,561,482.93
BEG. FUND BALANCE		3,854,501.04
+ NET OF REVENUES & EXPENDITURES		1,654,238.41
= ENDING FUND BALANCE		5,508,739.45
+ LIABILITIES		52,743.48
= TOTAL LIABILITIES AND FUND BALANCE		5,561,482.93

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As of 08/31/2023
 % Fiscal Year Completed: 66.58

GL Number	Description	2023 Amended Budget	YTD Balance 08/31/2023 (Abnormal)	Activity For 08/31/2023 (Decrease)	Available Balance 08/31/2023 (Abnormal)	% Bdgt Used
Fund: 101 GENERAL OPERATING FUND						
Account Category: Revenues						
Department: 000 NONE						
101-000-403.000	PROPERTY TAXES CURRENT	3,745,000.00	3,746,800.19	0.00	(1,800.19)	100.05
101-000-403.001	PROPERTY TAXES CURRENT - PRIOR YEAR	0.00	45,035.51	0.00	(45,035.51)	100.00
101-000-407.000	PROPERTY TAXES/DELINQUENT	243,000.00	243,160.71	223.86	(160.71)	100.07
101-000-538.000	GRANTS	100,000.00	101,308.70	500.00	(1,308.70)	101.31
101-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	0.00	24.34	0.00	(24.34)	100.00
101-000-574.000	STATE REVENUES	36,000.00	37,832.98	19,049.24	(1,832.98)	105.09
101-000-662.000	PENAL FINES	20,000.00	0.00	0.00	20,000.00	0.00
101-000-664.000	BOOK FINES	0.00	3,670.82	591.71	(3,670.82)	100.00
101-000-672.000	INTEREST ON INVESTMENTS	50,000.00	64,209.89	8,187.15	(14,209.89)	128.42
101-000-694.000	OTHER MISC. INCOME	0.00	11,291.41	(18,803.66)	(11,291.41)	100.00
101-000-694.001	CFSE DRAW	45,000.00	23,885.00	23,885.00	21,115.00	53.08
101-000-695.000	COPIER FEES	0.00	3,061.60	1,623.00	(3,061.60)	100.00
101-000-696.000	DONATIONS & CONTRIBUTIONS	0.00	14,036.83	82.00	(14,036.83)	100.00
101-000-696.100	FRIENDS OF THE LIBRARY	84,000.00	5,118.57	0.00	78,881.43	6.09
101-000-696.200	ADOPT-A-MAGAZINE	0.00	968.77	468.77	(968.77)	100.00
101-000-698.000	SUNDRY-CASH OVER/SHORT	0.00	(10.12)	(32.75)	10.12	100.00
Total Dept 000 - NONE		4,323,000.00	4,300,395.20	35,774.32	22,604.80	99.48
Revenues		4,323,000.00	4,300,395.20	35,774.32	22,604.80	99.48
Account Category: Expenditures						
Department: 790 LIBRARY						
101-790-706.000	SALARIES/WAGES - PERMANENT	1,910,000.00	1,203,407.01	151,941.42	706,592.99	63.01
101-790-707.000	SALARIES/WAGES-TEMPORARY	25,000.00	22,753.25	7,691.61	2,246.75	91.01
101-790-715.000	EMPLOYERS FICA TAXES	160,000.00	92,735.50	12,037.16	67,264.50	57.96
101-790-716.000	HOSPITALIZATION/DENTAL/OPTICAL	250,000.00	137,315.70	14,990.44	112,684.30	54.93
101-790-717.000	LIFE & DISABILITY	14,000.00	9,349.77	1,191.89	4,650.23	66.78
101-790-718.000	RETIREMENT	300,000.00	183,321.75	25,755.66	116,678.25	61.11
101-790-740.000	OPERATING SUPPLIES	55,000.00	30,465.41	3,929.33	24,534.59	55.39
101-790-740.100	PROCESSING SUPPLIES	14,000.00	6,281.33	200.46	7,718.67	44.87
101-790-740.200	BUILDING SUPPLIES	20,000.00	13,484.14	(4,672.79)	6,515.86	67.42
101-790-741.000	BOOKS & MATERIALS	225,000.00	138,230.27	14,734.68	86,769.73	61.44
101-790-741.100	BOOKS & MATERIALS - DATABASES	43,000.00	50,854.75	146.50	(7,854.75)	118.27
101-790-741.200	BOOKS & MATERIALS - E-RESOURCES	132,500.00	86,726.17	(4,370.26)	45,773.83	65.45
101-790-741.300	BOOKS & MATERIALS - ILL	2,000.00	603.67	83.90	1,396.33	30.18
101-790-741.400	BOOKS & MATERIALS - DONATIONS/GIFTS	0.00	785.61	0.00	(785.61)	100.00
101-790-818.000	CONTRACTUAL SERVICES	110,500.00	81,060.41	9,269.35	29,439.59	73.36
101-790-818.001	CATALOG	130,000.00	96,274.24	(28,641.31)	33,725.76	74.06
101-790-850.000	COMMUNICATIONS	24,000.00	12,814.84	5,005.35	11,185.16	53.40
101-790-860.000	TRANSPORTATION	1,000.00	1,148.83	642.82	(148.83)	114.88
101-790-864.000	CONFERENCES & TRAINING	32,000.00	21,123.30	2,224.07	10,876.70	66.01
101-790-880.000	COMMUNITY PROMOTION	60,000.00	38,854.44	3,703.44	21,145.56	64.76
101-790-880.001	EVENTS (FRIENDS)	24,000.00	19,651.02	1,353.17	4,348.98	81.88
101-790-910.000	INSURANCE & BONDS	65,000.00	56,873.00	(28,622.50)	8,127.00	87.50
101-790-911.000	WORKERS COMPENSATION	5,000.00	4,324.00	0.00	676.00	86.48
101-790-920.000	UTILITIES	200,000.00	107,925.06	12,890.68	92,074.94	53.96
101-790-930.000	REPAIRS & MAINTENANCE	120,000.00	66,481.66	898.77	53,518.34	55.40
101-790-945.000	TAX REFUNDS - PRIOR YEAR(S)	2,000.00	0.00	0.00	2,000.00	0.00
101-790-976.000	BLDG ADDITIONS & IMPROVEMENTS	196,000.00	72,919.97	8,224.00	123,080.03	37.20

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As of 08/31/2023
 % Fiscal Year Completed: 66.58

GL Number	Description	2023 Amended Budget	YTD Balance 08/31/2023 Normal (Abnormal)	Activity For 08/31/2023 Increase (Decrease)	Available Balance 08/31/2023 Normal (Abnormal)	% Bdgt Used
Fund: 101 GENERAL OPERATING FUND						
Account Category: Expenditures						
Department: 790 LIBRARY						
101-790-977.000	FURNITURE	28,000.00	615.58	24.98	27,384.42	2.20
101-790-983.000	TECHNOLOGY	175,000.00	89,776.11	6,141.62	85,223.89	51.30
Total Dept 790 - LIBRARY		4,323,000.00	2,646,156.79	216,774.44	1,676,843.21	61.21
Expenditures		4,323,000.00	2,646,156.79	216,774.44	1,676,843.21	61.21
Fund 101 - GENERAL OPERATING FUND:						
TOTAL REVENUES		4,323,000.00	4,300,395.20	35,774.32	22,604.80	
TOTAL EXPENDITURES		4,323,000.00	2,646,156.79	216,774.44	1,676,843.21	
NET OF REVENUES & EXPENDITURES:		0.00	1,654,238.41	(181,000.12)	(1,654,238.41)	

BATCH ADD BUDGET AMENDMENT REPORT FOR PLYMOUTH DISTRICT LIBRARY

GL Number	Description	2023 Activity	2023 Original Budget	2023 Amended Budget	New Amended	Change	Overbudget
101-000-403.001	PROPERTY TAXES C	45,035.51	0.00	0.00	40,000.00	40,000.00	Y
101-000-672.000	INTEREST ON INVE	64,209.89	0.00	50,000.00	70,000.00	20,000.00	Y
101-000-694.001	CFSE DRAW	23,885.00	45,000.00	45,000.00	25,000.00	(20,000.00)	N
101-000-696.100	FRIENDS OF THE L	5,118.57	84,000.00	84,000.00	44,000.00	(40,000.00)	N
101-790-707.000	SALARIES/WAGES-T	25,195.66	20,000.00	25,000.00	42,000.00	17,000.00	Y
101-790-741.100	BOOKS & MATERIAL	50,854.75	43,000.00	43,000.00	51,000.00	8,000.00	Y
101-790-818.001	CATALOG	96,274.24	100,000.00	130,000.00	105,000.00	(25,000.00)	N
101-790-860.000	TRANSPORTATION	1,148.83	1,000.00	1,000.00	1,500.00	500.00	Y
101-790-864.000	CONFERENCES & TR	21,123.30	29,000.00	32,000.00	31,500.00	(500.00)	N
Total Revenues:		4,323,677.27	4,193,000.00	4,323,000.00	4,323,000.00	0.00	
Total Expenditur		2,729,573.18	4,193,000.00	4,323,000.00	4,323,000.00		
Net Rev/Exp:		1,594,104.09	0.00	0.00	0.00		